



LAC-2013-01

March 14, 2013

MEMORANDUM FOR REGIONAL COMMISSIONERS, PBS
REGIONAL LEASING SERVICES OFFICERS

FROM: JAMES C. WISNER
ASSISTANT COMMISSIONER FOR OFFICE OF LEASING - PR

SUBJECT: Revision to Simplified Lease Form (L201A) and General Clauses
(GSA Form 3517B)

1. **Purpose.** This Lease Acquisition Circular (LAC) issues a revised Simplified Lease Form (L201A) and General Clauses (GSA Form 3517B). We revised these documents to reflect updated language contained under the Federal Acquisition Regulation (FAR) and General Services Acquisition Regulation (GSAR) and to correct typographical errors.
2. **Effective Date.** This LAC and attachments are effective immediately for all RLP packages issued on or after the signature date. RLP packages issued prior to this date may be modified at the discretion of the Lease Contracting officer (LCO).
3. **Applicability.** This LAC and its attachments are mandatory and apply to all General Services Administration (GSA) real property leasing activities and to activities delegated by GSA to other Federal agencies.
4. **Cancellation.** The following are canceled:
 - a. Simplified Lease template, GSA Form L201A (10/12).
 - b. General Clauses, GSA Form 3517B (rev 6/12).
5. **Instructions and Procedures.** Instructions and procedures are found in Attachment 1, LAC-2013-01 Summary.

Attachment 1, LAC-2013-01 Summary

Attachment 2, Simplified Lease Form, GSA Form L201A (3/13)

Attachment 3, General Clauses, GSA Form 3517B (rev 3/13)

LAC-2013-01 Summary

This Lease Acquisition Circular issues a revised Simplified Lease template (L201A) and General Clauses (GSA Form 3517B). We revised these documents to reflect updated language contained under the Federal Acquisition Regulation (FAR) and General Services Acquisition Regulation (GSAR) and to correct typographical errors.

Instructions and Procedures:

1. Simplified Lease Model. Leasing specialists shall use the latest version of the Simplified Lease Form, GSA Form L201A, when issuing Request for Lease Proposal (RLP) packages under the Simplified Lease Model. The Simplified Lease includes or incorporates by reference all applicable General Clause language. The 3/13 version of the Simplified Lease document reflects changes as follows:

- a. Signature page: Corrected typographical error.
- b. FIRE AND CASUALTY DAMAGE (SIMPLIFIED) (SEP 2011): Corrected heading, date, and added instructional blue text.
- c. DEFAULT BY LESSOR (APR 2012): No change.
- d. INTEGRATED AGREEMENT (JUN 2012): changed language within the body of the text and corrected date in heading.
- e. MUTUALITY OF OBLIGATION (SIMPLIFIED) (APR 2012): No change.
- f. CHANGES (SIMPLIFIED) (SEP 2011): No changes.
- g. COMPLIANCE WITH APPLICABLE LAW (JAN 2011): Deleted Simplified version to adopt 3517B version and corrected date in heading.
- h. CLAUSES INCORPORATED BY REFERENCE (SIMPLIFIED) (MAR 2013): Changed language within the body of the text and updated the following referenced clauses:
 - i. FAR 52.204-7, CENTRAL CONTRACTOR REGISTRATION (DEC 2012): FAR clause updated; changed date in heading.
 - ii. FAR 52.204-10, REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS (AUG 2012): FAR clause updated; corrected heading and changed date.
 - iii. FAR 52.209-6, PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (DEC 2010): FAR clause updated; changed date in heading.

- iv. FAR 52.215-10, PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA (AUG 2011): FAR clause updated; changed date in heading and updated threshold.
- v. FAR 52.215-12, SUBCONTRACTOR CERTIFIED COST OR PRICING DATA (OCT 2010): FAR clause updated; corrected heading, changed date, and updated threshold.
- vi. FAR 52.210-1, SMALL BUSINESS REPRESENTATIONS (MAY 2004): Deleted.
- vii. FAR 52.219-9, SMALL BUSINESS SUBCONTRACTING PLAN (JAN 2011) ALTERNATE III (JUL 2010): FAR clause updated; corrected heading and changed date.
- viii. FAR 52.219-16, LIQUIDATED DAMAGES - SUBCONTRACTING PLAN (JAN 1999): No change.
- ix. FAR 52.219-25, SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM - DISADVANTAGED STATUS AND REPORTING (APR 2008): Deleted.
- x. FAR 52.219-28, POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (APR 2012): FAR clause updated; corrected heading, changed date, and updated threshold.
- xi. FAR 52.222-21, PROHIBITION OF SEGREGATED FACILITIES (FEB 1999): Removed threshold.
- xii. FAR 52.222-26, EQUAL OPPORTUNITY (MAR 2007): Removed threshold.
- xiii. FAR 52.222-35, EQUAL OPPORTUNITY FOR VETERANS (SEP 2010): FAR clause updated; corrected heading and changed date.
- xiv. FAR 222-36, AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (OCT 2010): FAR clause updated; changed date in heading and updated threshold.
- xv. FAR 222-37, EMPLOYMENT REPORTS VETERANS (SEP 2010): FAR clause updated; corrected heading and changed date.
- xvi. FAR 223-6, DRUG FREE WORKPLACE (MAY 2001): Corrected threshold.
- xvii. FAR 52.232-33, PAYMENT BY ELECTRONIC FUNDS TRANSFER-CENTRAL CONTRACTOR REGISTRATION (OCT 2003): Corrected heading.

- xviii. FAR 52.233-1, DISPUTES (JUL 2002): No change.
 - xix. GSAR 552-215-70, EXAMINATION OF RECORDS BY GSA (FEB 1996): Added date to heading and removed threshold.
 - xx. GSAR 552.232-23, ASSIGNMENT OF CLAIMS (SEP 1999): Corrected GSAR citation and updated threshold.
 - xxi. GSAR 552.270-31, PROMPT PAYMENT (JUN 2011): Corrected GSAR citation.
 - i. UTILITIES SEPARATE FROM RENTAL (SIMPLIFIED) (MAR 2013): Corrected heading and changed date.
2. Lease Models Other Than Simplified. Leasing specialists shall use the latest version of the General Clauses, GSA Form 3517B, when issuing Request for Lease Proposal (RLP) packages under the other lease models. The 3/13 version of the General Clauses reflects changes as follows:
- a. FIRE AND CASUALTY DAMAGE (MAR 2013): Changed language within the body of the text, changed date in heading.
 - b. 52.204-7 CENTRAL CONTRACTOR REGISTRATION (DEC 2012): FAR language updated; changed date in heading.
 - c. 552.232-23 ASSIGNMENT OF CLAIMS (SEP 1999): Corrected minor typographical error in threshold.
 - d. 52.203-13 CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (APR 2010): Corrected threshold.
 - e. 552-270-32 COVENANT AGAINST CONTINGENT FEES (JUN 2011): Corrected threshold.
 - f. 52.223-6 DRUG-FREE WORKPLACE (MAY 2001): Corrected threshold.
 - g. 52.203-14 DISPLAY OF HOTLINE POSTER(S) (DEC 2007): Corrected minor typographical error in heading.
 - h. 52.270-30 PRICE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (JUN 2011): Corrected threshold.
 - i. 52.215-2 AUDIT AND RECORDS – NEGOTIATION (OCT 2010): Corrected threshold.
 - j. 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (APR 2012): FAR language updated; corrected heading, date, and threshold.

- k. 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (JAN 2011)
ALTERNATE III (JUL 2010): Corrected language in the body of the text.
- l. 52.204-10 REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER
SUBCONTRACT AWARDS (AUG 2012): FAR language updated; changed
date in heading.

COVER PAGE FOR ATTACHMENTS 2 AND 3